

STATE BOARD OF ACCOUNTS
302 West Washington Street
Room E418
INDIANAPOLIS, INDIANA 46204-2765

EXAMINATION REPORT
OF

STATE BUREAU OF MOTOR VEHICLES COMMISSION
LICENSE BRANCH NUMBERS 55 AND 355
GARY, INDIANA

January 1, 2003 to December 31, 2003



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OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Chairman, Bureau of Motor Vehicles Commission	Mr. Gerald Coleman Ms. Mary DePrez	01-06-02 to 02-29-04 03-01-04 to 01-05-05
Branch Manager	Ms. Lisa Thompson	01-01-03 to 12-31-04



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INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF THE STATE BUREAU OF MOTOR VEHICLES COMMISSION

We have examined the Schedule of Collections and Distributions of the State Bureau of Motor Vehicles Commission License Branch Numbers 55 and 355 (Branch) for the period of January 1, 2003, to December 31, 2003. The Branch's management is responsible for the schedule. Our responsibility is to express an opinion based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and, accordingly, included examining, on a test basis, evidence supporting the Schedule of Collections and Distributions and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion.

In our opinion, the schedule referred to above presents fairly, in all material respects, the cash transactions of the Branch for the year ended December 31, 2003, based on the criteria set forth in the uniform compliance guidelines established by the Indiana State Board of Accounts.

STATE BOARD OF ACCOUNTS

September 14, 2004

STATE BUREAU OF MOTOR VEHICLES COMMISSION
 LICENSE BRANCH NUMBERS 55 AND 355
 GARY, INDIANA
 SCHEDULE OF COLLECTIONS AND DISTRIBUTIONS
 January 1, 2003 to December 31, 2003

	Branch Number 55	Branch Number 355	Totals (Memorandum Only)
Collections:			
Registrations	\$ 2,163,344	\$ 11,275	\$ 2,174,619
Titles	890,892	1,358	892,250
Drivers Licenses	198,725	38,834	237,559
Watercraft	174,817	13,721	188,538
Miscellaneous	<u>1,415</u>	<u>5</u>	<u>1,420</u>
Totals	<u>\$ 3,429,193</u>	<u>\$ 65,193</u>	<u>\$ 3,494,386</u>
Distributions:			
State Fees	\$ 1,485,822	\$ 23,895	\$ 1,509,717
County Tax	1,552,841	17,465	1,570,306
Commission Fees	<u>390,530</u>	<u>23,833</u>	<u>414,363</u>
Totals	<u>\$ 3,429,193</u>	<u>\$ 65,193</u>	<u>\$ 3,494,386</u>

The accompanying notes are an integral part of the schedule.

STATE BUREAU OF MOTOR VEHICLES COMMISSION
LICENSE BRANCH NUMBERS 55 AND 355
GARY, INDIANA
NOTES TO SCHEDULE OF COLLECTIONS AND DISTRIBUTIONS

Note 1. Introduction

The Motor Vehicles Commission was created to manage the motor vehicle license branches. The Bureau of Motor Vehicles is a separate state agency which provides support services to the Commission controlled license branches. The license branches collect fees which fund the Motor Vehicles Commission. The license branches collect and forward county taxes (excise tax, wheel tax, and surtax) and state fees. The Commission has one contractual branch that is administered by an individual contractor according to Bureau policies. The Commission has developed a mobile license branch to serve the need of CDL license issuance and other special needs as they arise.

Note 2. Collections and Distributions

Each branch collects fees and taxes when vehicle and watercraft registrations, titles and drivers licenses are sold. Fees are uniform throughout the state. The following taxes are collected by the branches: excise tax, surtax, wheel tax, and use tax.

The total daily collections are deposited to a single bank account. From this account the collections are distributed to separate bank accounts which are not controlled by the license branch and belong to the state, county and Bureau of Motor Vehicles Commission.

Note 3. Banking System

The Bureau of Motor Vehicles Commission has entered into an agreement with Bank One for a cash concentration system. The system utilizes a series of individual noninterest bearing accounts (clearing accounts) from which all fees and taxes are transferred.

Note 4. State Reinstatement of Driver Licenses (SRED)

In 2003, \$987,897 in state fees were collected by Gary License Branch Number 355, a regional site for the reinstatement of suspended drivers licenses. SRED collections are deposited daily in the branch clearing account. SRED fees are remitted to the state through bank transfers as described in Notes 1 and 2. These monies have not been reported in the Schedule of Collections and Distributions.

STATE BUREAU OF MOTOR VEHICLES COMMISSION
 LICENSE BRANCH NUMBERS 55 AND 355
 GARY, INDIANA
 STATISTICAL INFORMATION
 January 1, 2003 to December 31, 2003

<u>Transactions Processed</u>	<u>Branch Number 55</u>	<u>Branch Number 355</u>	<u>Totals (Memorandum Only)</u>
Vehicle Registrations:			
Passenger	19,076	95	19,171
Motorcycle	238	-	238
RV (Housecar)	40	-	40
Light Truck	2,405	17	2,422
Other Truck	83	-	83
Farm Truck	3	-	3
Tractor	4	-	4
Trailer	270	2	272
Semi-Trailer	36	-	36
School and Church Bus	77	-	77
Other Bus	13	-	13
Total Vehicle Registrations	<u>22,245</u>	<u>114</u>	<u>22,359</u>
Drivers Licenses and Permits:			
Drivers Licenses/Learners Permits	6,743	951	7,694
CDL Licenses/CDL Permits	395	29	424
Placards	978	4	982
Other	9,214	2,196	11,410
Total Drivers Licenses and Permits	<u>17,330</u>	<u>3,180</u>	<u>20,510</u>
Titles:			
Vehicles	8,994	32	9,026
Watercraft	29	-	29
Total Titles	<u>9,023</u>	<u>32</u>	<u>9,055</u>
Total Watercraft Registrations	<u>3,641</u>	<u>283</u>	<u>3,924</u>

STATE BUREAU OF MOTOR VEHICLES COMMISSION
LICENSE BRANCH NUMBERS 55 AND 355
GARY, INDIANA
EXIT CONFERENCE

The contents of this report were discussed on September 14, 2004, with Ms. Lisa Thompson, Branch Manager; and Ms. Michelle Blackman, Assistant Branch Manager. Our report disclosed no material items that warrant comment at this time.